

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

January 27, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Debbie Kohn, Avondale, Chairperson	*Jim Hull, Mesa
Betsy Wise, Carefree	Duncan Miller, Paradise Valley
Bill Mitchell, Chandler	Ralph Spencer for Sandy Teetsel, Peoria
Peter Putterman, Fountain Hills	Greg Binder, Phoenix
Shawn Woolley, Gilbert	Brad Hartig for Jamie Oman-Saltmarsh, Scottsdale
Jerry Wightman, Glendale	*John Laue, Tempe
Layne Sutton, Goodyear	*Ralph Velez, Tolleson
Lyn Dunn for Horatio Skeete, Litchfield Park	Sabra Mousavi, ADOT
*Cary Parker, Maricopa County	Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Robb Baillargeon, Norstan	Heidi Pahl, MAG
Vic Schaffer, VTEL	Rita Walton, MAG

1. Call to Order

The meeting was called to order at 10:06 a.m. by Debbie Kohn.

2. Approval of October 28, 1999 and November 8, 1999 Meeting Minutes

It was moved by Peter Putterman, seconded by Bill Mitchell and unanimously recommended to approve the October 28, 1999 and November 8, 1999 meeting minutes.

3. MAG Regional Videoconferencing System Project

Rita Walton gave an update on the MAG Regional Videoconferencing System Project. Ms. Walton stated that on December 10, 1999 MAG issued a Request for Proposals (RFP) for a Regional Videoconferencing System. She stated that on December 21, 1999 a Proposer's Conference was held. At the Proposer's Conference the following question was asked "Will MAG accept an RFP response from Norstan?"

Rita Walton noted that on December 23, 1999 MAG sent a letter to Norstan which asked for a response to questions designed to determine if there was any conflict of interest or appearance of conflict of interest. Ms. Walton stated that Norstan responded to the MAG letter on December 29, 1999. She said that MAG made a preliminary ruling on January 5, 2000 that a potential for an organizational conflict of interest exists if Norstan is allowed to participate in the current videoconferencing RFP. She noted that all potential Proposers were informed, via a letter, of the tentative conclusion on Norstan's eligibility to submit a proposal for the MAG Regional Videoconferencing System Project RFP.

Rita Walton added that all potential Proposers were asked to certify on behalf of their company that no person was involved in any way in the videoconferencing consulting work performed for MAG by Norstan Communications Inc. and participating in the preparation of the proposal to the December 10, 1999 RFP. Ms. Walton explained that Norstan responded January 13, 2000 with a letter to MAG expressing their concern with the conclusion. Ms. Walton also said that MAG informed Norstan on January 20, 2000, that MAG had concluded it would not consider a proposal from them. Also on January 20, 2000, all potential Proposer's and MAGTAG members were informed that MAG would not be accepting a proposal from Norstan.

Rita Walton mentioned that the proposals for the MAG Regional Videoconferencing System Project are due January 28, 2000 at noon at the MAG Office Building. Ms. Walton explained that MAG staff will be delivering proposals to the Proposal Evaluation Group that afternoon. She noted that the Evaluation Group includes staff from MAG member agencies, Arizona State Government, schools, and business. Ms. Walton mentioned that MAG staff will present the Proposal Evaluation Group recommendation at the next MAGTAG meeting, February 24, 2000. She announced that MAG staff anticipates forwarding a recommendation to Management Committee and Regional Council in March, 2000.

Peter Putterman asked if Norstan submitted a proposal for the MAG Regional Videoconferencing System RFP. Rita Walton replied that proposals are not due until January 28, 2000 and that MAG has not received a proposal from Norstan at this time.

Peter Putterman asked if MAG staff felt that there has been any damage to funding for the videoconferencing project. Rita Walton replied no.

4. Scheduling Policies and Procedures for the MAG Regional Videoconferencing System Project

Heidi Pahl stated that MAG staff has been working on identifying the videoconferencing tasks that need to be complete before the videoconferencing system is operational. One such task is developing scheduling policies and procedures for videoconference and audio conference meetings. Ms. Pahl noted that at the last meeting of the MAGTAG, the draft scheduling policies and procedures were reviewed. She gave a brief overview of the draft scheduling policies and procedures stating that a web based scheduling package would be preferred, that scheduling multi-point meetings shall be done using the bridge, that point to point meetings are optionally scheduled through the bridge, the importance of documentation for a successful system, the priorities for videoconference meetings, and how to address conflict of meeting room use. Ms. Pahl stated that MAG staff recognized an interest in forming a working group to finalize the draft scheduling policies and procedures. Therefore, Ms. Pahl announced that MAGTAG members interested in finalizing these policies and procedures should sign up to participate in this working group. She noted that an update would be given at the next meeting of the MAGTAG.

5. Intergovernmental Agreements (IGAs) for the MAG Regional Videoconferencing System Project

Heidi Pahl stated that MAG staff has been working on identifying the videoconferencing tasks that need to be complete before the videoconferencing system is operational. One such task is developing an Intergovernmental Agreement (IGA) for the Videoconferencing and Regional Connections projects. Ms. Pahl explained that at the last meeting of the MAGTAG, the draft purpose of an IGA and responsibilities of MAG, vendors and MAG member agencies under the videoconferencing project were identified. Ms. Pahl stated that MAGTAG members interested in forming a working group to provide input in writing a draft IGA should sign up after today's meeting. She noted that an update would be given at the next meeting of the MAGTAG.

6. Update on the Internet Taxation Forum

Heidi Pahl gave a brief overview of the Internet Taxation Forum that was held at MAG on December 16, 1999. She stated that the panelists included Rep. Jeff Hatch-Miller (District 26), Mesa Councilman Dennis Kavanaugh, Arizona Department of Revenue Assistant Director Terry Trost, and Westcor President and CEO Rob Ward. She noted that the purpose of the Forum was to discuss what local governments and businesses see as the major implications e-commerce will have on cities and towns.

Heidi Pahl gave an overview of each of the panelists viewpoints. She stated that Dennis Kavanaugh said cities have only to look at the numbers to see that the impact of e-commerce on cities is huge. "This is the largest tax loophole in government history," said Kavanaugh.

Ms. Pahl noted that Westcor President and CEO Rob Ward summed up the Internet taxation issue by asking, "Where is the fairness in all of this?" Ms. Pahl reported that Rep. Jeff Hatch-Miller said his biggest concern is the impact Internet sales will have on small businesses. Small businesses employ the most Americans, and will be hurt most from this. She also noted that Terry Trost identified nexus as the most important issue with Internet taxation.

In summary, Ms. Pahl said that the panelists discussed the possibility that collecting taxes from the Internet might be achieved using a trusted third party, such as the credit card company which bills the consumer for the Internet purchase. She noted that they suggested that credit card companies might use the consumer's zip code or other such database to bill the consumer the appropriate local sales tax.

7. Telecommuting Program

Randi Alcott announced that Eddie Caine has left the Regional Public Transportation Authority (RPTA) and that she is the official member of the MAGTAG from RPTA.

Ms. Alcott noted that on Monday January 24, 2000, RPTA held a full day meeting to review a scope of work and brainstorm on new telework initiatives. She stated that two telework consultants from California were present at the meeting as well as BJ Communications, MAG and RPTA staff. She reported that RPTA plans to educate employers on the benefits of telecommuting through direct mail, speakers bureaus, print ads and by seeking endorsements from business associations. She also noted that they plan to work with Chambers of Commerce and business organizations to market telework to members and they would like to assist at least ten employers to set up or expand telework

programs by providing consulting assistance.

Heidi Pahl asked for an update on the Telecommuting Survey. Randi Alcott stated that by February 10, 2000, RPTA will have conducted the survey with the outstanding member agencies. Ms. Alcott stated that she would have an update on the Telecommuting Survey at the next meeting of the MAGTAG.

8. Update on Electronic Access Survey

Heidi Pahl referred the MAGTAG to Attachment One, the Electronic Access Survey Summary. She noted that technology is always changing and as a result the first page of Attachment One should reflect that the Town of Cave Creek now has a web page. This means that seven member agencies still need web pages and six member agencies need e-mail and Internet access.

Heidi Pahl distributed the suggested essential regional connections system. This handout listed the minimum configuration for member agencies who don't have e-mail, Internet or a web page. It included a personal computer, a printer, a registered domain name, two e-mail accounts, the same number of computers as e-mail accounts, an analog phone line for each computer connected to the Internet and installation of the phone line with first year phone line costs covered by MAG.

Peter Putterman asked if MAG plans to be an Internet Service Provider (ISP) for these member agencies. Rita Walton responded that MAG has put money into the budget for next year for a server. MAG's intentions at this time are to host web pages, not e-mail.

Shawn Woolley pointed out the issues with hosting public records. He stated that the burden is on the ISP to keep a back-up of all e-mails if they are public record. This is a security issue for which Mr. Woolley believes the Government Information Technology Agency (GITA) has done some research. Rita Walton thanked Mr. Woolley for bringing this issue to our attention.

Peter Putterman suggested reviewing modem sharing devices such as WebRamp to connect computers together with access to e-mail and the Internet. Rita Walton suggested forming a working group to discuss how to set up the cities and towns who need e-mail, Internet access and a web page.

Greg Binder asked if the process and procedure for setting up member agencies with electronic connectivity is a MAGTAG issue. Debbie Kohn explained that MAGTAG suggested putting Regional Connections in the Unified Planning Work Program, although it is funded with MAG planning funds.

Debbie Kohn stated that she is concerned that some of these member agencies do not have computers capable of surfing the Internet. Shawn Woolley stated that the Town of Gilbert auctioned off 120 Pentium computers at \$26 a piece, recently. Bill Mitchell reported that the City of Chandler has a Technology Refresh Program where they set a minimum computer standard and anything lower than the standard must be auctioned off as part of the Technology Refresh Program. Brad Hartig mentioned that the City of Scottsdale has a similar program and in fact just gave away 110 computers. Rita Walton stated that this is an excellent opportunity for MAG member agencies to partner.

9. Announcements and Public Input

Sabra Mousavi announced that there is pending legislation pertaining to telecommunications providers who want to use municipal right of way (ROW). She stated that House Bill 2636 relates to city or town utilities and House Bill 2634 relates to telecommunications property access. She also announced that the State of Minnesota has a shared resource project for fiber in their ROW for which they want

to know if they can limit the number of telecommunications providers in their Interstate ROW. For more information, see Federal Communication Commission (FCC) Ruling 99-402. The FCC said that they do not agree with allowing only one provider in the ROW because they believe in competitive neutral access now and in the future. The State and municipalities should be concerned that their ROW needs to be safe and this case could make them vulnerable to preemption by the FCC. Debbie Kohn stated that MAGTAG should alert their telecommunications staff of these house bills and the FCC ruling.

Debbie Kohn announced that Greg Binder was on the front of civic.com magazine for the month of January, 2000. Mr. Binder was featured in the article titled, "Caught in the Web". Ms. Kohn also announced that Jim Hull, although not present at this meeting, will discuss the fiber optic survey and provide an update to the MAGTAG at the next meeting.

Lynn Dunn announced that Horatio Skeete is the new City Manager for Litchfield Park. Ms. Dunn stated that she would let MAGTAG know if Horatio plans on continuing as the MAGTAG representative from Litchfield Park.

10. Date of Future Meetings

Heidi Pahl explained that Attachment Two listed two options for MAGTAG meeting dates in the Year 2000. She noted that Option One generally maintains the 10:00 a.m. to noon time slot that MAGTAG has had over the years and the meetings will consistently be held in the MAG Saguaro Room. She noted that Option One meets the fourth Thursday of every month. Option Two meets the third Thursday of every month in the afternoon, mostly in the MAG Saguaro Room. Debbie Kohn asked the MAGTAG which option they prefer. The MAGTAG decided to go with Option One. Ms. Pahl noted that MAG staff will mail a memo to all MAGTAG members listing the Year 2000 meeting dates for the TAG.

The meeting was adjourned at 11:25 a.m.